



# JSEC Newsletter

The Job Service Employer Committee (JSEC) works with and supports the services of the local Job Service and assists with community workforce development needs.

## Revised I-9 Form Required for all New Hires

U.S. Citizenship and Immigration Services (USCIS) has revised the Form I-9, Employment Eligibility Verification. By Jan. 22, 2017, employers must use only the new version, dated 11/14/16. Among the changes, Section 1 asks for "other last names used" rather than "other names used," and streamlines certification for certain foreign nationals.

The revised Form I-9 is also easier to complete on a computer. Enhancements include drop-down lists and calendars for filling in

dates, on-screen instructions for each field, easy access to the full instructions, and an option to clear the form and start over.

Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States. All U.S. employers must ensure proper completion of Form I-9 for each individual they hire for employment.

<https://www.uscis.gov/i-9>

## OSHA - New Record Keeping Rule Takes Effect January 1

The Occupational Safety and Health Administration (OSHA) has a new record keeping rule which may have an impact on your business.

The new rule, which takes effect January 1, 2017, requires certain employers to electronically submit injury and illness data. This data is already required to be recorded on

onsite OSHA injury and illness forms. This data enables OSHA to use its enforcement and compliance resources more efficiently.

Some of the data will also be posted to the OSHA website. Businesses that fail to comply with the new record keeping rule could face fines up to thousands of dollars.

You can learn more about the new record keeping requirements at <https://www.osha.gov/recordkeeping/finalrule/index.html> or by calling the Safety & Health Consultation Services of the Montana Department of Labor & Industry at (406) 494-0324.

## Updated Labor Law Posters Are Available

Labor law posters displaying the new Montana minimum wage and incorporating other recent changes to the Employee Rights Under the

Fair Labor Standards Act (FLSA) and Employee Polygraph Protection Act poster are available at no cost from Glendive Job Service.

To get an updated 5-in-1 poster you can call 377-3314, email [GlendiveJSC@mt.gov](mailto:GlendiveJSC@mt.gov) or stop by the Job Service at 211 S. Kendrick Avenue.

## Montana Minimum Wage Increasing to \$8.15 per Hour

Montanans earning minimum wage will see the rate increase to \$8.15 per hour beginning January 1, 2017. An estimated 3,323 workers, or approximately 1.2 percent of the workforce, receive minimum wage.

“By tying our minimum wage to the Consumer Price Index (CPI-U), we are making sure that Montana families are keeping pace with inflation,” said Labor & Industry Commissioner, Pam Bucy. “Through an increased minimum wage, our workforce will be able to have more purchase power in their local communities.”

In 2015, the industry with the largest number of workers earning minimum wage was the accommo-

dations and food industry followed by the retail trade industry. Combined Food and Preparation Workers, Waiters and Waitresses, Cashiers, Bartenders, and Retail Salespersons are occupations with large numbers of minimum wage workers.

“Minimum wage workers are a valuable and important segment of our workforce,” said Bucy. “Over half of all workers earning minimum wage are over the age of 25, and over 60 percent of our state’s minimum wage earners are women.”

39-3-409 MCA requires the Department of Labor & Industry to adjust the Montana minimum wage for inflation using the CPI-U.

This figure is arrived at by taking the current minimum wage of \$8.05 and increasing it by the CPI-U increase from August of 2015 to August 2016. The CPI-U increased by 1.095% over the year ending August 2016. To keep the minimum wage at the same purchasing power as the prior year, the wage should increase by \$0.09 per hour. The resulting wage is \$8.139. 39-3-409, MCA specifies that the wage must be rounded to the nearest 5 cents making it \$8.15.

Information relating to Montana’s minimum wage may be downloaded from DLI’s website at [www.mtwagehourbopa.com](http://www.mtwagehourbopa.com).

## Employer of Choice Awards

The Glendive JSEC will soon be opening up nominations for the Employer of Choice Award. The three award categories will be: an employer with between 2-24 employees; an employer with 25-49 employees; and an employer with 50 or more employees.

Past award winners are:  
 AWARE Inc.  
 Cal’s Carpet  
 Fisher Sand & Gravel Co.  
 Glendive Medical Center  
 Guelff Lumber  
 HKT Big Sky Motors  
 WBI Energy Transmission

We want to hear what businesses in the area are doing to create great workplaces, and we want to recognize those businesses!

Watch for information in an upcoming email and please take the time to nominate your employer.

## October 2016 Unemployment Rates

Nation*	4.9%	Dawson County	3.7%
Montana*	4.3%	McCone County	2.4%
*seasonally adjusted		Wibaux County	3.6%



Darla Handran, Karen Ohlin, Dawn Guenzi  
Amy Deines, Shannon Kadrmas

**Merry Christmas**  
**&**  
**Happy New Year**

#### JSEC Members

John Paul Baker  
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American Bank Center

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Interested in becoming a member of JSEC?  
Call Job Service or any JSEC member.